



Facility Management

PAGE NUMBER: 1 OF 2

DATE REVIEWED: 05-01-96

POLICY NUMBER: 03-90

SUBJECT: EMPLOYEE ORGANIZATIONS DOING BUSINESS ON STATE TIME

POLICY STATEMENT

All employees must be off duty or on an authorized break before they engage in any employee organization business. If an employee wants to assist a fellow employee with a problem that is not specifically work related or a normal function of hi/her job, that must take annual leave and have prior approval of their supervisor before participating in the activity.

It should be understood that break time, such as coffee breaks, are included in the normal work hours and as such are controlled and set up by Facility Management. Therefore, it is crucial that the time periods set for breaks are adhered to so that abuses don't take place. Exceptions to the policy can only be allowed with the directive from the Facility Management Office.

Curt Zimmerman

Date

